

		RPA Control No.#	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial 487-541-1139-		Unit ACCOUNTING		
Class Title OFFICE TECHNICIAN (TYPING)		Location ADMIN BLDG – 3 RD FLOOR		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R04	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS 800-1630

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone you work with.

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Accounting Administrator II, the incumbent performs a variety of the most difficult general office duties in the Accounting Office at Metropolitan State Hospital (MSH). The functions include facilitating internal and external communications, processing important confidential documents, and performing data entry. The incumbent works independently in performing assigned tasks and takes initiative in meeting deadlines and due dates. The incumbent must communicate effectively and demonstrate interest in assuming increasing responsibility.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
50 %	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Act as receptionist for the Accounting Office:</p> <ul style="list-style-type: none"> • Answer general inquiries via phone, email or in person • Answer phone calls, take messages and check voicemails then promptly respond or route messages to appropriate Accounting staff • Schedule Calaters appointments for employees needing assistance with travel and/or expense reimbursement claims • Monitor the visitors coming in and out of the Accounting Office • Distribute payroll checks as well as salary, travel, and expense advances • Verify identification before releasing checks to employees. • Promptly receive, open, sort and deliver mail to appropriate staff • Date-stamp all incoming documents delivered via mail, email or in-person • Log all incoming/outgoing checks, Calaters claims and other important documents • Ensure outgoing mail and overnight packages are picked up daily

20 %	<p>Maintain routine and confidential office files and various manuals used in the Accounting Office. File closed Calaters claims. Maintain a list of important records/files and purge the records/files according to the record retention schedule. Monitor inventory of common office and mailing supplies. Prepare Supply Order requests for office supplies, Transfer of Equipment requests, and Work Order requests for repairs as needed. Perform data entry. Utilize Microsoft Word and Excel to prepare/maintain document files and worksheets. Operate copier and scanner to make copies and create electronic files of documents. Ensure date-stamp machine and other office equipment is working properly. Access various applications such as FI\$Cal and CalATERS as needed.</p>
20 %	<p>Ensure all checks are organized and kept in a secured location at all times. Assist with processing of payroll and garnishments. Contact various departments/units to pick up payroll checks. Conduct follow-up with employees and Human Resources staff regarding unclaimed payroll checks.</p>
10 %	<p><u>MARGINAL FUNCTIONS</u></p> <p>Submit timesheets timely, complete mandatory training, attend staff meetings, and assist in other areas of the Accounting Office as directed.</p>
Other Information	<p><u>SUPERVISION RECEIVED</u></p> <p>The incumbent is directly supervised by the Accounting Administrator II.</p> <p><u>SUPERVISION EXERCISED</u></p> <p>None</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Modern office methods, supplies and equipment; business English and correspondence; and principles of effective training.</p> <p>ABILITY TO: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; and provide functional guidance.</p>

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

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TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation//direction in disciplinary matters

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date